

## Exchange Pay Schedules (Effective July 29, 2008)

Below are the new pay schedules with rate of pay for Exchange Patron Service as well as Craft and Trade Positions. These rates are based on the new minimum wage rate of 6.55 per hour effective in July 2008 as well as the new minimum wage increase scheduled for 2009 to \$7.25 per hour. The new schedules conform to other area non-appropriated fund pay schedules and are based on area wages for Hampton/Newport News area. A new Exchange Lead category has been developed for lead personnel that do not perform written supervisory performance evaluations for EA personnel but provide verbal input to rating supervisor. Supervisors shall complete personnel actions on all employees to place them into the appropriate Grade/Step that does not result in lower pay per hour unless duties and responsibilities are changed and approved by the Exchange Operations Manager.

	Exchange Employees(EA) - Rates					Exchange Lead (EL)- Rates					Supervisory (SE)- Rates				
	Grades					Grades					Grades				
Steps	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1	7.36	7.67	7.96	8.28	8.57	8.09	8.43	8.76	9.09	9.43	9.72	10.13	10.53	10.92	11.34
2	7.94	8.28	8.59	8.89	9.29	8.74	9.08	9.44	9.83	10.17	10.37	10.80	11.22	11.66	12.09
3	8.57	8.93	9.27	9.64	10.00	9.43	9.82	10.21	10.61	11.00	11.04	11.50	11.96	12.42	12.88
4	9.09	9.51	9.84	10.27	10.64	10.07	10.43	10.84	11.28	11.71	11.70	12.20	12.69	13.17	13.66
5	9.67	10.11	10.47	10.93	11.35	10.68	11.12	11.62	12.05	12.49	12.24	12.77	13.29	13.80	14.30
6	10.36	10.75	11.20	11.66	12.08	11.39	11.81	12.30	12.82	13.29	12.79	13.35	13.87	14.41	14.94
7	10.96	11.45	11.86	12.33	12.81	12.07	12.58	13.08	13.61	14.12	13.36	13.92	14.47	15.01	15.59
8	11.62	12.08	12.58	13.06	13.57	12.77	13.30	13.87	14.37	14.95	13.94	14.51	15.13	15.69	16.24
9	12.21	12.75	13.26	13.71	14.23	13.45	14.00	14.55	15.17	15.69	14.69	15.30	15.95	16.55	17.17
10	12.82	13.37	13.93	14.45	14.99	14.14	14.75	15.31	15.94	16.54	15.41	16.08	16.72	17.34	18.04

### EXCHANGE PAY RANGES July 29, 2008

MINIMUM		MAXIMUM		
NF LEVELS	PER YEAR	PER HOUR	PER YEAR	PER HOUR
1	15,131	( 7.25)	26,880	(12.88)
2	17,300	( 8.29)	34,710	(16.63)
3	23,401	(11.21)	60,000	(28.75)
4	33,500	(16.05)	94,000	(45.04)

**All previous PAY Schedules are Obsolete and shall not be used.**

#### **-8. Within Pay Range and Grade Increases.**

Pay Range and Within-grade increases are increases to the next pay step on the pay schedule without change in duties, title, or grade.

a. NON-Appropriated Fund (NF) employees do not receive within-grade increases based on waiting periods. Pay may be set within a range based on Market survey, employees previous experience and ability to pay. Your supervisor will determine whether your work is of an "acceptable level of competence." If it is determined that your performance is not of "an acceptable level of competence," you will be notified in writing and advised of your rights regarding the negative determination.

b. Exchange Appointment (EA), Exchange Lead (EL), and Supervisory Appointment (SA) (non-temporary) are craft and trade positions and shall follow wage fixing authority charts for Non-appropriated fund employee for the area. Employees will automatically advance to the next higher step in grade if they are under a regular schedule, were rated Successful or better on their last annual rating, and have completed the required waiting period. An employee whose most recent rating is marginal or unsatisfactory is ineligible for a within-grade increase. The waiting periods for increases for full time (40) per week are:

- 26 calendar weeks to step 2
- 78 calendar weeks to step 3
- 104 calendar weeks to steps 4 through 10

Time spent is based on 40 hours per week in a pay status; therefore, employees with less than 40 hours for EA and SA employees may delay the scheduled within-grade increase.

